



## Peace Corps – NEPAL

### Limited-term Contract Statement of Work (SOW)

**Position Title:** Technical and Culture Facilitator (TCF)

**Work Hours:** Full time +. This is a limited-term (Last week of February to May 2015)

**Reports to:** Program Manager and Training Manager

**Evaluated By:** Training Manager and Program Manager

**POSITION SUMMARY:** Under the direction of Program Manager (PM) and Training Manager (TM) the Technical and Cultural Facilitator (TCF) is responsible for designing, implementation and evaluation of the technical component of the Pre-Service Training (PST). The TCF coordinates scheduling and implementation of core Agriculture and Nutrition health and hygiene and sanitation technical training sessions and activities, monitors effectiveness of training and PST performance and writes periodic evaluative reports to the Training Manager. The TCF coordinates with TM, Training Coordinator (TC), Resource persons, Resource Peace Corps Volunteers, Language/Cultural Facilitators (LCFs) Senior LCF, Safety Security Coordinator (SSC) and PST Administrative Assistant (AA). She/he ensures integrating language, cultural/cross-cultural understanding and learning into the technical component. TCF will live at the Training site 13-15 weeks and required to follow a six-day work week and work during holidays.

### **REQUIREMENTS / QUALIFICATIONS:**

#### **Required qualification:**

- Bachelor's or Masters degree in Public Health/Nutrition, Agriculture or International Development.
- At least 2 years work experience with an NGO/INGO in the health, Agriculture or Development sector.
- Must have good command of written and spoken English and must be able to communicate effectively with Peace Corps Trainees (PCTs), other training staff and Peace Corps staff.
- Experience in training session design and facilitation in related field
- Must have excellent computer skills, must be proficient in Microsoft Office (word, outlook, excel, PowerPoint, etc.)
- Must be willing to live and work outside of Kathmandu for 13 to 15 weeks
- Experience in training of trainers and training delivery
- Work experience in cross-culture situation

#### **Preferred:**



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- Knowledgeable about community/participatory assessment tools, designing, implementing, monitoring and evaluation of community projects
- Experience with previous Peace Corps Nepal training/program.
- Familiarity with adult learning principles and experiential learning cycle.

#### **DUTIES AND RESPONSIBILITIES:**

##### **BEFORE PST (Preparation Phase):**

1. Reads all relevant documents, project Framework, previous PST reports, Peace Corps policies and procedures regarding Volunteer/PCT grounds for termination, standards of conduct/behavior, and criteria for becoming a Volunteer.
2. Analyzes Volunteer Assignment Descriptions (VADs), Pre-Training Questionnaires (PTQs), resumes and personal data about PCTs, and reviews previous training evaluations to assess potential technical training needs of PCTs.
3. Follows principles of hands-on experiential learning in designing technical training and uses the Peace Corps session design format throughout the PST.
4. Develops working relationships with Peace Corps, PST staff and relevant Host Country Agencies, NGO, INGO and community where training takes place.
5. Visits PST site and coordinates with relevant GON officials, community people, INGOs and NGOs for technical training design and implementation and for the practicum.
6. Develops a budget in conjunction with the Training Manager and/or Admin Assistant that includes field trips, practicum, resource speakers, training materials and other resources needed to implement the technical training program. (Periodically during the PST).
7. Participates in the Training of Trainers, develop session designs and co-facilitates sessions at TOT.
8. Collaborates with the Training Coordinator, resource PCVs, LCFs and other technical trainers to ensure the integration of technical training into each segment of training including the safety/security, Health and wellness, Language, and Cross-Culture.
9. Collects training and other resource materials such as books, training manuals/session designs and audio-visual resources from the Resource Center, Program Office, Training office and from other sources ( NGOs, INGOs, projects)to set up a technical library at the PST.

##### **DURING PST:**



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1. Coordinates all technical training activities including designing and conducting training sessions, arranging resource persons, and planning off-site activities such as field trips, practical training and practicum.
2. Works with Training Coordinator and Language and Cultural Facilitator and ensures the integration of Technical component into Language, Cross-Cultural, Health and Safety Security contents.
3. Designs/updates and delivers technical training sessions following principles of hand-on and experiential learning as required.
4. Monitors PCTs' progress and makes recommendations on PCTs' fulfillment of technical objectives and remedial efforts necessary.
5. Participates fully in the assessment of the PCTs' progress in fulfilling the technical training objectives and in evaluating the appropriateness of behaviors and attitudes to become a PCV.
6. Gives and receives appropriate feedback to PCTs and other trainers throughout the PST.
7. Writes periodic evaluation reports and submits them to TM and PM.
8. Develops assignments for PCTs to perform at their cluster site and follows up the assignments.
9. Co-facilitates integrated field trips that are determined by the training program or suggested by PCTs.
10. Reviews PCT plans for community activities and practicum including goals, objectives, activities and budget and assists PCTs with session/activity planning when needed.
11. Assists in preparation of PCTs for site visit by developing technical tasks to perform at the site
12. Coordinates and handles logistics as needed for all technical training activities involving HCN agency officials, including making contacts and scheduling.
13. Builds teamwork among fellow training staff, PCTs and supports PC/Nepal staff, resource PCVs and training team efforts and decisions.
14. Lives at the PST hub site and conducts training sessions/activities at the hub site and in small groups at the PST cluster sites.
15. Acts as coach, advisor, consultant and mentor for PCTs and community partners.
16. Provides guidance and explanation of any work related cross-cultural issues to PCTs.
17. Participates in meetings as a full member of the PST staff, supports and assists the Training Manager as requested.



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#### **OCCASIONAL MONEY HANDLER:**

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

#### **SAFETY AND SECURITY:**

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of PCTs and Staff.
2. Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
3. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.
4. Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security.
5. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
6. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

#### **POST PST:**

1. Submits to the Training Manager a complete technical training manual, including all technical training session design and handouts used in the PST along with names of all resource persons and recommendations for their future involvement in PST. Follows Peace Corps guidelines for manual format.
2. Submits PCT evaluations and thorough periodic reports in a timely manner. Submits final technical training report, documenting all lessons and activities for use in the future.
3. Returns all indispensable items, technical training materials and resources to the PST admin, Training Manager/IRC Managers.
4. Recommends the TC and Training Manager for improvements in technical and language training for future PSTs and Language Camps.



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#### **OTHERS**

1. As required and instructed by the Training Manger and Program Manager
2. Follows Peace Corps Policies and Guidelines for a Professional trainer/staff behavior